

TUSCALOOSA TECH.

Tuscaloosa, Alabama

TUSCALOOSA STATE TECHNICAL COLLEGE

GENERAL CATALOG

Established 1965

TUSCALOOSA STATE TECHNICAL COLLEGE
3401 32nd Avenue
Tuscaloosa, Alabama

A STATE SUPPORTED INSTITUTION

Accredited by the
Alabama State Board of Education and
Southern Association of Colleges and Schools

Tuscaloosa State Technical College reserves the right to
make changes in the offerings and regulations announced in this
publication as circumstances may require.

TABLE OF CONTENTS

State Board of Education.....	1
State Staff.....	2
President.....	4
Dean of Instruction.....	6
Business Manager.....	6
Coordinator of Student Affairs.....	7
Office Staff.....	7-8
Maintenance Staff.....	9
Cafeteria Staff.....	10
Instructors.....	10-11
Location of School.....	12
Area Served and School Bus Routes.....	13
History.....	14-15
Philosophy & Purpose.....	16
Entrance Requirements.....	16
Eligibility.....	16
Procedures.....	16-17
Scholastic Requirements.....	17
Attendance & Absences.....	17
Examinations.....	18
Dropouts or Dismissals.....	18
Graduation Requirements.....	18
Conduct.....	19
General Policies.....	19-20
Tuition.....	20
Student Transfers.....	21
Determination of Credits.....	21-22
Principles Governing "Live Work".....	22-23
Courses Offered.....	24
Auto Body & Fender Repair.....	25-26
Barbering.....	26-27

TABLE OF CONTENTS, Con't

Brick Masonry.....	27-28
Commercial Sewing & Tailoring.....	29-30
Residential Electricity.....	30-31
Radio & Television Repair.....	32-33
Small Engine Repair.....	33-34
Stenography.....	34-35
Related Communications.....	36-37
Related Mathematics.....	37-38
Upholstery.....	38-39

MEMBERS OF
ALABAMA STATE BOARD OF EDUCATION

Governor George C. Wallace, President

Superintendent Wayne Teague
Executive Officer and Secretary

Congressional District	Name and Address	Term
First	Dr. James D. Nettles Box 12 Arlington, Alabama 36722	1973-1977
Second	Mrs. Isabelle B. Thomasson 3233 Thomas Avenue Montgomery, Alabama 36106	1975-1979
Third	Mrs. S. A. Cherry 1328 S. Saint Andrews Street Dothan, Alabama 36301	1973-1977
Fourth	Mr. Ralph D. Higginbotham 1116 Moore Avenue (P. O. Box 1408) Anniston, Alabama 36201	1975-1979
Fifth	Mr. Victor P. Poole Box 207 Moundville, Alabama 35474	1973-1977
Sixth	Dr. Harold C. Martin 1920-B Laurel Road (Vestavia) Birmingham, Alabama 35216	1975-1979
Seventh	Mr. H. Ray Cox Post Office Box 4355 Gadsden, Alabama 35904	1973-1977

**Congressional
District**

Name and Address

Term

Eighth	Mr. Charles E. Carmicheal, Jr. 100 No. East Street - Home 301 S. Dixon Street - Office Tuscumbia, Alabama 35674	1975-1979
--------	--	-----------

**STATE STAFF
DIVISION OF STATE TECHNICAL COLLEGES/
INSTITUTES AND TRADE SCHOOLS**

Erskin S. Murray, Acting Director
Division of Post Secondary and Continuing Education
State Office Building
Montgomery, Alabama

Hubert F. Worthy, Branch Director
State Technical Institutes/Colleges
State Office Building
Montgomery, Alabama

William Reitz, Assistant Branch Director
State Technical Institutes/Colleges
State Office Building
Montgomery, Alabama

Stewart P. Sasser
Budgets, Finances and Information Specialist
State Office Building
Montgomery, Alabama

James Kendrick
Curriculum Specialist
State Office Building
Montgomery, Alabama

**STATE STAFF
DIVISION OF STATE TECHNICAL COLLEGES/
INSTITUTES AND TRADE SCHOOLS**

Chris Bond
Curriculum Specialist
State Office Building
Montgomery, Alabama

Wilburn Ingram
Planning Specialist
State Office Building
Montgomery, Alabama



George C. Wallace
Governor



Dr. T. L. Faulkner
State Director

THE PRESIDENT'S MESSAGE . . .

Our institution offers post secondary educational opportunities with the primary purpose of training students in salable skills in technical and other career fields. It prepares students for wholesome and honest livelihoods. Our selected faculty and staff, which we feel is the best in academic, industrial, and professional experiences, are ready to serve your needs at all times. Each faculty member is continually improving his level of education and experiences so that students may receive the quality of information that is necessary for success.

We work closely and cooperatively with industrial leaders to keep our training program up to date in order to meet sufficiently the needs of local industry. We have modern and well-kept shops, classrooms, and laboratories which insure that every program offered is abreast of technological changes. The pages that follow will clearly indicate the exciting and challenging careers which can be yours with one or two years of concentrated study. Although this catalog will not answer all of the questions that may come to mind, the reader should get the basic facts with respect to our offerings.

Our instructors and staff join me in welcoming and encouraging you to visit our institution and discuss your practical educational needs.

C.A. Fredd Sr.





I. W. Mitchell
B.S., M.ED.,
Alabama State University
Dean of Instruction



Ronnie Rose
B.A. Alabama State University
Business Manager



Jessie L. Anderson
B.S. Alabama
State University
Coordinator of
Student Affairs

Mrs. Louise B. Lewis
Secretary



Mrs. Shirley B. Spencer
Registrar



Mrs. Eliza B. Smith
Cashier

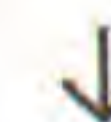
MAINTENANCE STAFF



Jessie Mays
Superintendent of
Buildings & Grounds

Jessie Mays

BELOW



ABOVE

Andrew Rodgers

Andrew Rodgers
Supervisor
Transportation
and Mechanic



CAFETERIA STAFF

Mahaley Gordon
Odell Hatter, Manager
Willie Rose Chavers



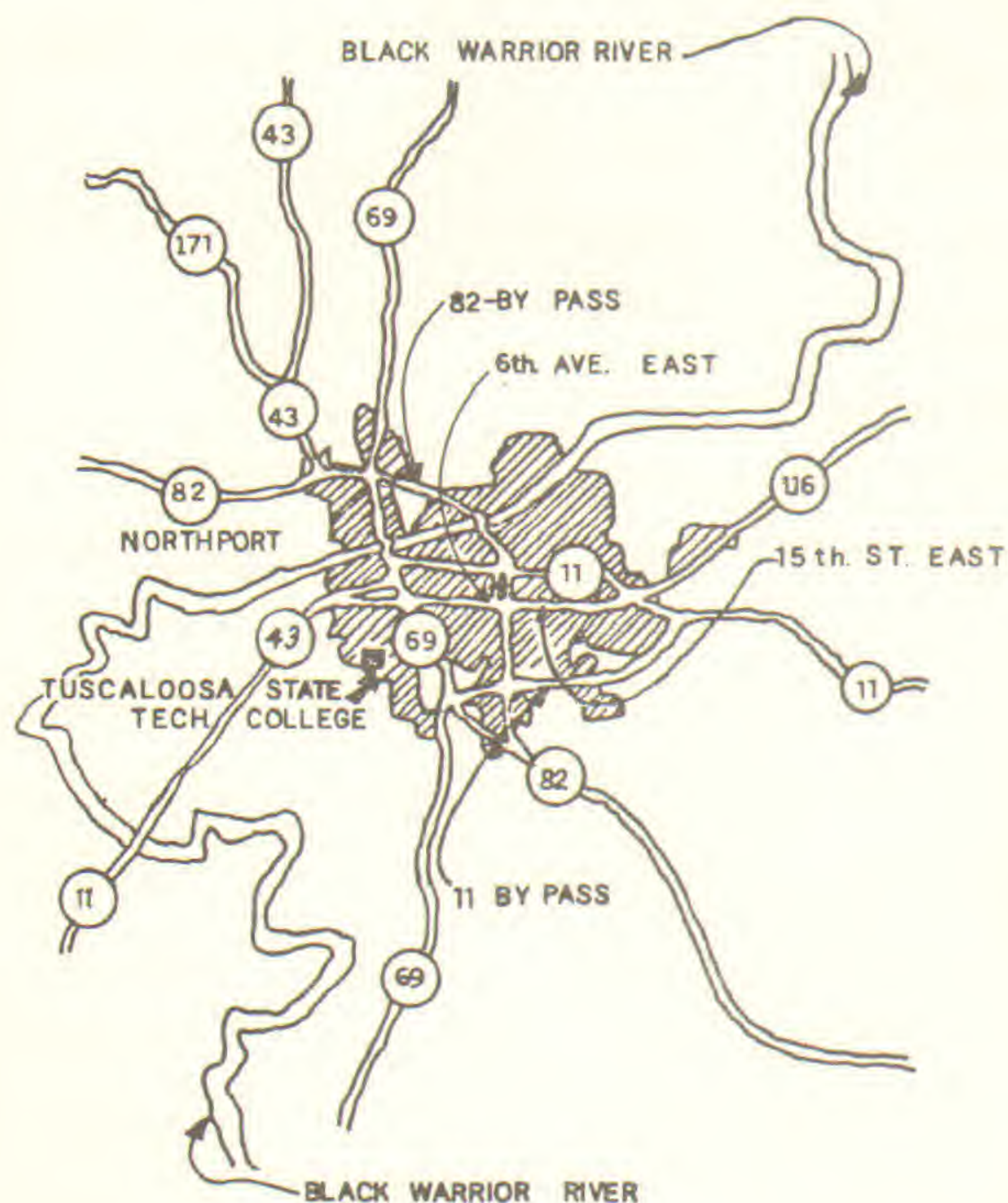
INSTRUCTORS

Instructors	Department	Degree
Jerry L. Black	Auto Body & Fender Repair	Technical Training
James Blackmon	Barbering	M. A.
C. A. Fredd, Jr.	Electricity	M. A.
S. N. Gaines	Radio and Television	Technical Training
Sadie Gibson	Stenography	B. S.
Willie Marie Gray	Stenography	B. S.
Willie Martin	Plumbing & Pipefitting	B. S.
Johnny L. Morrow	Small Engines	Technical Training

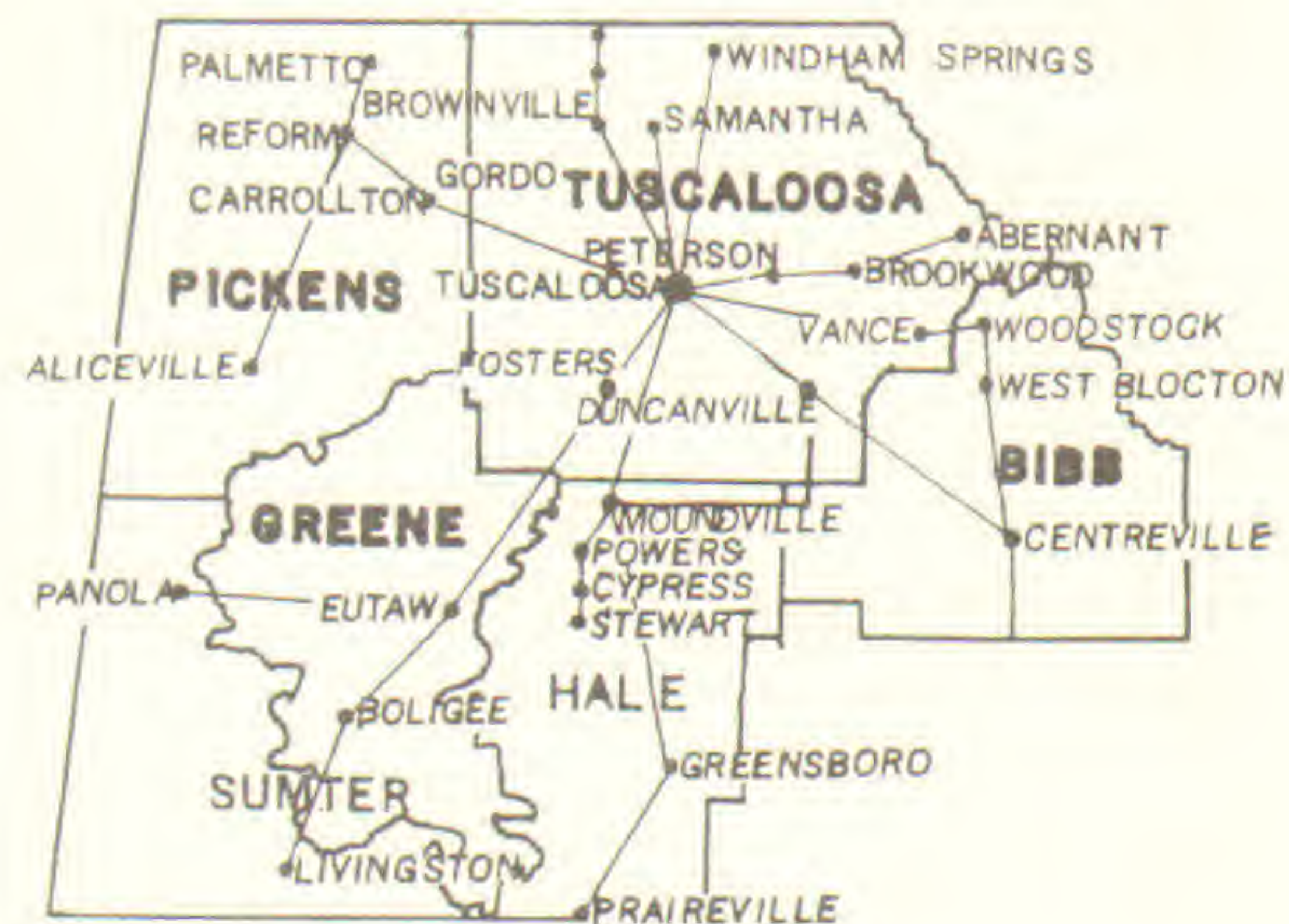
INSTRUCTORS

Union Morrow	Masonry	Technical Training
Joyce Orr	Medical Office Worker	R. N.
Patsy Pendley	Commercial Sewing & Tailoring	Technical Training
Glynis Ragan	Communications	B. A.
William Rodgers	Related Math	M. S.
Yvonne Rodgers	Stenography	M. S.
George E. Rogers	Upholstery	Technical Training

LOCATION OF TUSCALOOSA STATE TECHNICAL COLLEGE IN TUSCALOOSA, ALABAMA



AREA SERVED BY TUSCALOOSA STATE TECHNICAL COLLEGE SCHOOL BUS ROUTES



HISTORY

Tuscaloosa State Trade School was a creation of the State Legislature, Act Number 93, approved May 3, 1963. For many years there had been a need for an institution of this type to serve the West Alabama area which includes nine counties: Bibb, Fayette, Green, Hale, Perry, Pickens, Sumter, and Tuscaloosa. Currently, our service area is restricted to six counties Bibb, Hale, Pickens, North Sumter, and Tuscaloosa. Free bus transportation on approved and established routes is provided for students with the exception of those living within the city limits of Tuscaloosa.

A large number of constituents manifested an active interest to support the request in securing the location of this institution in Tuscaloosa. Special mention should be made to the State Board of Education, representatives, senators of the Alabama Legislature who reside in the area which the school is designed to serve, along with the Governor of the State.

On April 30, 1964, Tuscaloosa City and County donated the site of forty acres to the Alabama Trade School and Junior College Authority for the purpose of construction of the new trade school. The city of Tuscaloosa made the necessary provisions for water, sewage, and electrical service.

Architect Charles F. Minch designed the building consisting of three shops and an administration building, which originally housed the Business Education and Cosmetology Department and a Snack Bar. The contract was awarded to Renfro Construction Company of Fayette, Alabama in the amount of \$501,333.12. Construction began January 11, 1965.

C. A. Fredd, Sr., who was serving as Principal of Hale County Training School, was named the first director of Tuscaloosa State Trade School. Administrative personnel began work at a temporary location on June 1, 1965. Classes began on October 4, 1965, with the school operating on a quarter system. Courses offered at that time were: Auto Body and Fender Repair, Auto Mechanics,

Business Education (changed to Stenography by Court Order), Cosmetology, Radio and Television Repair, and Air Conditioning and Refrigeration. Practical Math and Related English were added later.

By authorization of the Trade School and Junior College Authority, an additional \$283,000 was allotted to be used for construction of a cafeteria and two additional wings to the administration building. These wings house Stenography, Commercial Sewing, and additional office space. Approximately \$30,000 was provided for equipment for the new addition. The general contractor was O. S. Markham Construction Company. The work was begun on October 1, 1967, and was completed June 1, 1968. The original Cosmetology shop was renovated at a cost of \$10,595.49 to accommodate the increased number of students and a second instructor in the Barbering Department.

As a result of a 1969 Court Order, the following courses were dropped from our curriculum: Auto Mechanics, Air Conditioning and Refrigeration, Cosmetology, and Practical Nursing. Brick Masonry, Mental Health, Medical Office Worker, and Small Engine Repair are more recent additions to our curriculum.

In December, 1973, Tuscaloosa State Trade School was accepted as an accredited member by the Commission on Occupational Education of the Southern Association of Colleges and Schools. Our school is also accredited by the Alabama State Board of Education and is approved for the training of veterans.

On September 14, 1974, Tuscaloosa State Trade School was approved to award an Associate Technology degree in Electricity. This gave the institution college status and subsequently the name was changed from Tuscaloosa State Trade School to Tuscaloosa State Technical College.

A total of 780 students have graduated since the first exercise in 1967. Our follow-up reveals that over 95 percent of our graduates are gainfully employed in their areas of training.

PHILOSOPHY AND PURPOSE

Tuscaloosa State Technical College is an organized vocational school designed to train high school graduates and others who are sixteen (16) years of age and older in Tuscaloosa, Bibb, Fayette, Green, Hale, Marengo, Perry, Pickens, and Sumter counties for employment in vocational and industrial pursuits.

Tuscaloosa State Technical College's operation is based on the ideal that every individual should have the educational opportunity to develop skills, attitudes, and technical knowledges which will determine his success in his chosen occupation.

Realizing the basic right of every student to develop salable skills and knowledges corresponding with the crucial manpower needs of industry, Tuscaloosa State Technical College is dedicated to provide educational opportunities to meet these needs.

ENTRANCE REQUIREMENTS

ELIGIBILITY

The schools are co-educational institutions. Requirements will vary, however, according to the particular course chosen. An applicant must be 16 years of age or older, should be in good health, possess aptitudes, interests, and background that indicate his ability to profit from the instruction given by the school. Persons are accepted for training without regard to race, color, or creed.

PROCEDURES

1. A student eligible to enroll must receive from the coordinator's office an application for admission.
2. Application for admission must be properly filled out and returned. Each section and each item of the section listed on the form is significant to qualification for enrollment.

3. A college or high school graduate, or college or high school student, must submit a transcript of credits earned.

4. When the above forms are received, properly completed, they will be processed and approved, or disapproved, and the applicant will be notified accordingly.

SCHOLASTIC REQUIREMENTS

To remain in Tuscaloosa State Technical College, a student must maintain satisfactory progress as determined by the instructor and the president of the school. The criteria for determining grades are daily work, periodic examination, initiative, and neatness of work. The letter grades are used in reporting as follows:

- A - Excellent (90 - 100)
- B - Good (80 - 89)
- C - Average (70 - 79)
- D - Poor (60 - 69)
- F - Failure (Below 60)
- I - Incomplete

Satisfactory grades are A, B, and C. Although D is a pass, it is not considered as satisfactory work. A student must hold a C average to graduate. An F denotes failure and unsatisfactory work. Withdrawal is shown by the letter W and I indicates incomplete.

ATTENDANCE AND ABSENCES

Instructors maintain daily attendance records of all students in their courses. A student must attend 80 per cent of the shop as classwork to qualify for graduation. Students will be dropped from a course for excessive absences. If a student knows he is to be absent, he should consult with the instructor and arrange for make-up work.

EXAMINATIONS

Examinations consist of regular, special, and unit examinations. To complete the requirements for graduation, students must take all examinations required.

DROPOUTS OR DISMISSALS

A student who drops out for health reasons, or reasons beyond his control may re-enroll upon presenting proper justification for enrollment. Such justification may be presented in writing by a medical doctor, or statement by reliable persons designated by the college president.

A student may be dismissed from the institution if he is found guilty of the following: violating student rules as set forth under "General Policies", failing to cooperate with school authorities, becoming a leader against the policies of the school, continuing to make unsatisfactory grades, or having excessive absences.

Three unexcused tardies constitute one unexcused absence. A student who has three unexcused absences within a ninety-day period will be given a one-week suspension from school.

GRADUATION REQUIREMENTS

Satisfactory completion of the content of a full course of training entitles a student to a diploma and/ or Associate Degree.

Graduation exercises are held on an annual basis. Students completing a course of training prior to the date of graduation are not required to participate in the exercises. Students completing a course during the month of graduation and before December 31, are required to participate in the graduation exercises.

CONDUCT

It is assumed that students enrolling are mature and have a desire for constructive learning and are attending the school with that purpose in mind. The school is operated to help each student develop talents in a trade that will enable the student to earn a living.

The basis of the rules and standards governing the conduct and behavior of students is a concern for the opportunity of each student to make effective use of the opportunity for an education and to provide that no student by his conduct and situation that will interfere with the right of other students for the opportunity to obtain an education in a peaceful and orderly environment.

Tuscaloosa State Technical College

September 26, 1975

REVISED GENERAL POLICIES

Students who drive to school are expected to observe the 15 miles per hour speed limit on school property, and use proper entrances and exits.

Students must observe all safety rules set forth by the school.

Students must clear the school building by 3 p.m. unless they are under the supervision of an instructor or someone in authority.

Students are expected to observe class rules and give due respect to all teachers and the administration.

Any student who is found guilty of destroying school property will be subject to disciplinary action.

All financial obligations are expected to be paid in advance by all students. The fifth school day of the beginning of each quarter is the deadline for payment.

Each student is expected to exhibit high moral and scholastic standards, to be courteous cooperative, reliable, loyal and law-abiding.

Students are required to dress properly for the department in which they are enrolled

Each student is held responsible for information published through notices and announcements posted on bulletin boards.

Under no condition will alcoholic beverages or liquors be permitted in or on school property. No one under the influence of alcohol or narcotics will be allowed on the campus. Violators will be liable to expulsion.

Students who engage in such acts as stealing, gambling, using profane language, personal combat, immoral relationships, and, possessing firearms and dangerous weapons make themselves liable to disciplinary action and dismissal.

Smoking and eating are permitted in the designated area only.

Permission to leave the campus while classes are in session must be secured from the instructor, subject to the approval of the president, dean of instruction, business manager, or coordinator. Off-campus passes are limited to one each month or three each quarter.

Cleanliness and neatness are important phases of training and should be practiced by students daily.

Each student is expected to purchase required books and tools promptly.

TUITION

A. In tuition as in other areas, it is emphasized that the main effort be directed to obtaining and retaining high quality, full-time day students on a terminal basis.

The tuition charged for regular classes as established by the Board of Education is twenty dollars (\$20) per calendar month of attendance. Tuition may be charged by the school days in a month.

This is at the discretion of the president. The established charge per full-time attendance per school day is one dollar and ten cents (\$1.10). A fee of five dollars (\$5) is charged for registration.

The operation of night classes is optional; however, if contemplated, the president must bear in mind that they must be self supported. No state funds (day operation) may be used. Charges for tuition and salaries of certified instructors are left to the discretion of the president.

B. Refund of Tuition

1. During first week, refund 1/2 of one month's tuition.
2. During second week, refund of 1/3 of one month's tuition.
3. After close of second week, no refund (According to Board resolution).
4. Registration fee will not be refunded.

STUDENT TRANSFERS

Recommended policy for State Technical Colleges or Institutes in determining credit to be allowed students who transfer from school to school in the same program and in granting Associate Degree and/ or Diplomas and Certificates

DATA NEEDED IN EVALUATING PREVIOUS TRAINING TO DETERMINE CREDIT FOR PREVIOUS EDUCATION:

1. Personal data; name, age, education, dates attended school, marital status, etc.
2. Record of progress showing amount of training, a breakdown of the job performance completed, showing grades on both practical and theory, giving also the number of hours devoted to each phase of training so that it can be compared with the program the student will enter.

CREDIT TO BE ALLOWED WHEN STUDENT TRANSFERS FROM ONE STATE TECHNICAL COLLEGE TO ANOTHER IN THE SAME PROGRAM:

Full credit should be granted, hour-for-hour, for training in the same program; if differences exist in the programs of the two state schools where exact hour-for-hour credit transfer is not possible, a reasonable proration of the credit should be given.

CREDIT TO BE ALLOWED FOR A STUDENT TRANSFERRING FROM A VOCATIONAL EDUCATION PROGRAM IN HIGH SCHOOL TO THE SAME PROGRAM IN A STATE TECHNICAL INSTITUTE :

Where completed detailed records are available from the high school to show time the student spent in each job or phase of training, showing laboratory performance, as well as related study grades, full credit may be allowed for the portion of the program completed that duplicates the program he will enter. Before full credit is given, it should be ascertained that the student's time spent in laboratory training is at least equal to that of the state technical college program.

Where reasonable doubt exists that full credit should be given, tests are recommended to determine the student's knowledge. It may be desirable to postpone final determination of credit allowed until the student has had ample opportunity to demonstrate his ability and level of accomplishment in questionable areas.

Live-Work Permits:

A student may get work done in any shop provided he meets all requirements as set up in the central office. The cost must be paid in advance.

Job Placement and Follow-Up:

The administrative staff and faculty share the responsibilities of job placement and follow-up of graduates and non-graduates.

All individuals involved concern themselves with the placement of each student on a job that is meaningful and, if possible, related to the area in which he was trained. A follow-up of each graduate and non-graduate is kept as accurately as possible, showing place of employment, position held, salary, and other pertinent information related to his field.

COURSES OFFERED

AUTO BODY AND FENDER REPAIR

24 Months

The demands for skilled craftsmen in the auto body and fender industry are the greatest ever and will be more and more in the future. In addition, it has become necessary for the auto body and fender repairman to have his skills before employment. Therefore, all craftsmen of the future are dependent upon the existence of some nature of school to give them the background, and practice necessary to develop salable skills.



With the theory, practice, and correction in these areas over a two year period the craftsman is then ready to seek and gain employment in the automotive industry.

In our program in Auto Body and Fender Repair at Tuscaloosa State Technical College, we offer instruction which will enable the craftsman to repair and service damaged bodies and body parts of automobiles and trucks and to examine the damage report forms. The craftsman is familiarized with the techniques involved in the

removal and replacement of interior and exterior trim, glass, electrical wiring, body parts, and chassis. He is taught the fundamentals necessary for metal work and is practiced to the point that can affect repairs to the metal, including welding. Since plastic fillers have been introduced into the field, we have included plastic fillers and their usage in the course of study. The prospective craftsman is also taught all steps of refinishing, sanding, masking, treating, spraying, etc. We then give the student the information and practice needed in order for him to make repairs to the frame and chassis.

GENERAL OUTLINE

General Information
 Selection and Care of Equipment
 Welding Metal and Metal Work
 Repairing and Servicing Body Parts
 Refinishing and Painting

BARBERING

12 Months

The Barbering Course is designed to train and develop competent and efficient barbers for employment in the barbering profession. Man today is becoming more aware of good grooming as it relates to the proper trimming and styling of his hair.

The job of the barber is to trim the beard; cut, trim and style the hair; and give hair and facial treatments and massages.

This course at Tuscaloosa State Technical College is set up for students who are 16 years of age or older, and who have a high school diploma or a GED Certificate. The course is scheduled for six hours of instruction per day, five days a week for a period of one year.

Employment opportunities are unlimited for the efficient and competent barber.



GENERAL OUTLINE

Orientation	Scalp Treatments
Learning to Use & Identify Barbering Implements	Shaving
Related Science	Business Practices
Hair Cutting	Getting a Job
Shampooing	

BRICK MASONRY 18 Months

The Brick Masonry course covers all basic phases of the trade. It consists of laying building materials such as bricks, concrete cinder blocks, terra cotta blocks, and structural clay tile.

Each student will learn the reading of blueprints, trade drawings, and mathematics. He will also learn to estimate, layout, and figure masonry.



This course endeavors to give students knowledge and skills that will enable them to become efficient workers in the masonry trade.

GENERAL OUTLINE

- Orientation
- Masonry Materials
- Trade Drawing and Blueprint Reading
- Foundation and Footing
- Shop Practices
- Chimney and Fireplace Construction
- Miscellaneous



COMMERCIAL SEWING AND TAILORING

18 Months

Commercial Sewing and Tailoring is an 18-month course designed to teach the student the art of science of making men's and women's outer garments.

In accordance with the needs of the sewing industry, this course places emphasis in meeting the ever changing styles in clothing, manipulation of fabrics, and skilled techniques.

Each student is instructed in all phases of garment construction such as tailoring, remodeling, altering, and drapery making. The art of selecting patterns to flatter the figure types and to make certain adjustments according to individual need is emphasized in turning out a professional garment.

Upon completion of this course, each student will have the versatility to function in the fashion industry, capable of profitable employment in its various areas.

GENERAL OUTLINE

Orientation
Tools and Equipment
Trade Technology
General Handstitches
Machine Operators
Seams and Seam Finishes
Pocket Construction
Measurements
Patterns

RESIDENTIAL ELECTRICAL TECHNOLOGY

ASSOCIATE DEGREE IN APPLIED TECHNOLOGY

24 Months

The electrical trade is one of the basic trades in the construction industry. It is a trade in which an individual's ability and skill may be recognized and developed. The trade is divided into the following fields: Electrical installation in new buildings; rewiring of old buildings; electrical maintenance and repair; appliance repair; troubleshooting on electrical equipment and installation. These phases of the work may be found in both the power and electronics fields. In cases, work involved is so closely related to the technical and theoretical concepts of electricity, that only a trained person can do the job. This is especially true in the field of electronics. Today more and more electronic equipment is being used, and it has become the duty of the electrician to install and maintain this equipment. It, therefore, becomes necessary for the electrical apprentice to acquaint himself with the related technical information as well as the skills of the trade.



GENERAL OUTLINE

Applying Ohm's Law Estimating and Electrical Specifications
Performing Basic Wiring Techniques Basic Electrical Principles
Wiring Circuits Electrical Maintenance
Wiring for Lights and Outlets National Electrical Code
Reading Blueprints

RADIO AND TELEVISION REPAIR

24 Months

Radio and Television is a 24-month course designed to provide a thorough and practical background in the basic principles of radio and television technology. This course provides students with an understanding of the concepts and circuits of technical receivers. It prepares students to work as maintenance and engineering assistants in proper and related fields.



GENERAL OUTLINE

Related Science

The Use of Alternating Current and
Measuring Devices

Vacuum Tubes and Power Supplies

Use of Direct Current & Measuring
Devices

Audio Amplification, R-F Detection
and Signal Generation
Semi-Conductor Analysis
The Television System
Deflection and High Voltage Circuits
Sync Circuits
Video and IF-Amplifiers
Sound Section and Power Supply
Testing Equipment
Trouble-shooting and Alignment
Color Television
AM Receivers, Antennas, Transistors
and Printed Circuits

SMALL ENGINES REPAIR

15 Months



Small Engines Repair is a course designed to teach the student the basic fundamentals in the following areas of engines where applicable:

1. Lubrication
2. Two-cycle and four-cycle engines
3. Engine overhaul and tune-ups.
4. Fuel systems and carburetors.
5. Minor and major tune-ups.
6. Trouble shooting procedures.
7. Steering and suspension.

The student learns to use special testing equipment in diagnosing malfunctions of small engines such as lawn mowers, small tractors, mini bikes, chain saws, outboard motors, etc. He becomes skilled in using common tools such as wrenches and other hand tools as well as special tools designed for working with hard-to-remove parts.

STENOGRAPHY

12 Months

Stenography offers the student an opportunity to develop those skills, abilities, and understandings that will enable him to enter, perform, and progress in a position in the modern business office. It also provides him with the occupational intelligence that will enable him to fit into and find job satisfaction in the labor force of our complex and dynamic economy.

The stenographer performs a variety of clerical duties, such as taking and transcribing dictation, processing mail, filing, receiving callers, screening telephone callers, etc.

The hours of instruction in shorthand have been increased in order that the students may improve their shorthand and tran-

scription rates. In addition to skill courses, students are required to take related English, business mathematics, business law, and business principles and economics.



GENERAL OUTLINE

Typewriting I
Shorthand I
Business English and Spelling
Business Mathematics
Filing
Office Machines

Typewriting II
Shorthand II
Bookkeeping
Business Law
Office Practice
Automated Office Practice

RELATED COMMUNICATIONS

The purpose of the Related Communications Department at Tuscaloosa State Technical College is to give students a basic knowledge of mechanics, comprehension, vocabulary and spelling and to relate them to his vocation. These four areas are dealt with in varying degrees, depending upon the need of the students and their chosen field of study. This class is offered to only those who need this instruction. The criteria which determines whether or not a student needs this instruction is the California Achievement Test, or at the occupational instructor's request, a student is asked to report to the class. Other areas of concentration are preparing students to apply for jobs, assisting them in writing business letters, preparing them for job interviews and familiarizing them with filing out job application forms.



GENERAL OUTLINE

Mechanics
Reading Comprehension
Spelling
Vocabulary
Related Terms in
Particular Field

Business Letters
Personal Data Sheet
or Resume
Job Application
Impromptu Speaking
Research Report

RELATED MATHEMATICS

The Related Mathematics Department at Tuscaloosa State Technical College is flexible enough to offer a program to meet the minimum needs of students who have a low level of mathematical comprehension and need experience in the basic fundamentals.



A curriculum is designed according to the recommendations of the shop instructors for those students who need mathematical experiences beyond the minimum requirements.

Students who enroll in these courses have varied backgrounds in mathematics and for this reason, emphasis is placed on individual needs and abilities.

GENERAL OUTLINE

Whole Numbers
Common Fractions
Decimal Fractions and Aliquot Parts
Measurements and Selected Business Topics
Equations and Formulas
Constructions in Shop Projects

UPHOLSTERY

24 Months



No home is complete without some type of upholstered furniture. Furniture upholstery involves a mastery of techniques on a wide variety of pieces ranging from elaborate settees and upholstered chairs to recreation room furniture and inexpensive

dinette sets. Upholstered furniture is covered with leather, brocade, velveteen, rayon, cotton, wool, fabric blends, and plastics. Some pieces are tufted or piped, others plain; some have braiding or welts around the sides, and others are trimmed with bright upholstery tacks.

Whatever the type of covering, style, or decoration, all upholstered furniture is the handwork of a group of skilled craftsmen known as upholsterers.

Upholstery is not only confined to furniture for the home, but also includes the interior of automobiles.

GENERAL OUTLINE

Orientation
Covering Dinette Chairs,
Occasional Chairs and
Platform Rockers
Finishing Furniture
Stuffing and Padding

Paneling and Trimming
Framing Preparation
Foundation and Body
Work
Specialization Draping
Car Seat Covering

TUSCALOOSA STATE TECHNICAL COLLEGE
3401 32nd AVENUE
TUSCALOOSA, ALABAMA 35401

TO _____
